

Meeniy Primary School

School Council MINUTES

Date:	Tuesday 19 th March 2024
Time:	6.15pm (after AGM)
Venue:	Meeniy Primary School
Chair:	Gene VanderZalm Principal
Attendees:	Gene VanderZalm, Eloise O'Brien, Pete Harris, Andrew Watt, Sheena Linke, Kate Thomas, Brad Kilstra-Shone, Katrina Benson, Jo Gammon, Kelly Brooks.
Minute taker:	Eloise O'Brien
Apologies:	Jack Piper
Visitor:	Name/s NO
Conflict of Interest:	Name/s NO

Quorum requirements:

A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum.

Conflict of interest:

If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present:
 - during the discussion unless invited to do so by the person presiding at the meeting
 - when a vote is taken on the matter
- may be included in the quorum for that meeting

The declaration of interest should be included in the minutes of the meeting.

CHILDSAFE STATEMENT OF COMMITMENT:

Meeniy Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Our school is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

We are committed to the safety, participation, and empowerment of all children.

We have zero tolerance of child abuse (verbal, physical or sexual), and all allegations and safety concerns will be treated seriously and consistently with our robust policies and procedures.

MANDATORY REPORTING

If, in the course of practising your profession or carrying your duties, you form reasonable belief that a child or young person is in need of protection, as a result of physical injury or sexual abuse, and the child's parents are unable or unwilling to protect the child from that abuse you must be reported immediately to the Principal, or in his/her absence, the Officer in Charge.

Business carried forward:

MINUTES

Item	Details	Actions/ Recommendations
1. Welcome	<ul style="list-style-type: none"> The Chair welcomed and introduced all members. Online training for School Councillors will be emailed out. 	2 + members for School Governance Training - online
2. Apologies	<ul style="list-style-type: none"> Jack Piper 	
3. Quorum	<ul style="list-style-type: none"> The chairperson noted that a quorum was present. 	
4. Conflict of interest	<ul style="list-style-type: none"> None 	
5. Minutes of the previous meeting	<ul style="list-style-type: none"> Minutes of the meeting held on Tuesday 21st February 2024 were previously distributed. Please sign this document. 	Motion: "That the Minutes of the meeting held on Tuesday 21 st February 2024 be accepted". Moved: Katrina Seconded: Andrew <input checked="" type="checkbox"/> Carried / not carried
6. Business arising from the minutes 6.1	<ul style="list-style-type: none"> Insurance: still being investigated as the buildings are insured but the contents is a question. Buffalo Bus Stop Variation– updated status of application: sitting with them still, possibly implemented by term 2. 	Action / Motion: Moved: Brad Seconded: Kate <input checked="" type="checkbox"/> Carried / not carried

<p>7. Priority Items</p> <p>7.1 Strategic Plan / Annual Implementation Plan</p>	<ul style="list-style-type: none"> • Pete to Email to Eloise/ Kylie: To be Emailed / Printed to members and distributed as KEY RESPONSIBILITY of School Council. • As per SPOT, Goals, Strategies and Outcomes. Attitudes to Maths – school wide proactive approaches as well as building culture at home, changing mindsets. • Measuring Engagement • Measuring Resilience • Attendance Targets in response to significant non-attendance. • 51% of students missing 20 or more days impacting significantly on learning. • A survey to parents to raise awareness and insight into parents' choices around family holidays and parent choice absent days. 	<p>Motion:</p> <p>“That the reports tabled are accepted and recommendations endorsed by School Council.”</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>
<p>8. Reports</p>	<ul style="list-style-type: none"> • Principal's Report – Gene VanderZalm • More exposure to our community resourcing – ice-cream, pasta, expertise. • Curriculum Report – Peter Harris • NAPLAN – test behaviours - learning mode vs Performance mode, slow: 36 questions in total 5-6 students had 5 questions left unanswered, 4-5 students had 3 questions left unanswered – ran out of time. Not test fit/performance fit. Somewhat despondent. 	<p>Motion:</p> <p>“That the report as tabled is accepted and recommendations endorsed”.</p> <p>Moved: Kate</p> <p>Seconded: Katrina</p> <p>Carried / not carried</p>
<p>8.1 Finance</p> <p>8.1a Finance Reports</p>	<ul style="list-style-type: none"> • As at the February 2024. Balance of High Yield Investment Account is \$223,158.91 Balance of school Official Account is \$8,610.45 Total reconciled bank account balances \$231,769.36 • The following reports have been attached and tabled at School Council for February 2024: <ul style="list-style-type: none"> A. Bank Account Movements Detailed [GL21152] B. Balance Sheet [GL21161] C. Operating Statement [GL21150] D. SRP Budget Management Report E. Purchasing Card Statements F. Curriculum & Grounds Contributions 	<p>Motion:</p> <p>“That the reports as tabled are accepted and recommendations endorsed by School Council.</p> <p>Moved: Katrina</p> <p>Seconded: Andrew</p> <p>Carried / not carried</p>

<p>8.2b</p> <p>Finance sub - committee</p> <p>If a school has a Finance subcommittee, the school council need only receive the Balance Sheet and the Operating Statement.</p>	<ul style="list-style-type: none"> • Finance subcommittee minutes report attached to school council agenda to for Wednesday 13th March 2024 meeting. • The following reports were tabled at the Finance Committee meeting for February 2024: <ul style="list-style-type: none"> A. Balance Sheet [GL21161] B. Operating Statement [GL21150] C. Cash Receipts [GL21002] D. Cash Payments [GL21003] E. Cancelled Receipts Report [GL21004] F. Cancelled Payments Report [GL21005] G. Journal Report [GL21006] H. Cash Flow Statement [GL21151] I. Bank Account Movements Detail [GL21152] J. Annual Sub Program Budget Report [GL21157] K. Invoices Awaiting Payment [CR21118] L. Family Credit Notes Report [DF21309] M. Sundry Debtors Credit Notes Report [DR21309] N. Bank Reconciliations for all bank accounts (copies) Explain the difference if there is one O. SRP Budget Management Report – first page only reporting surplus/deficit (or similar information) P. Purchasing card statement 	<p>Motion from the finance subcommittee:</p> <p>“That the reports as tabled are accepted and recommendations endorsed as a true and correct depiction of the school’s finances by School Council”.</p> <p>Moved: Katrina</p> <p>Seconded: Andrew</p> <p><u>Carried</u> / not carried</p> <p>Recommendation from Finance sub-committee:</p> <p><i>That School Council move \$201,525.24 payments be endorsed made up of Direct Deposits Payments of \$196,304.26 and Local Payroll of \$5,220.98. That transfers of \$30,000.00 from High Yield Account to Official Account be ratified and all presented reports accepted as a true and correct depiction of the Meeniyan Primary School finances for the month of January 2024. Cash balance includes \$6,320 .00 being held for Corner Inlet Sports Cluster.</i></p> <p>Moved: Katrina</p> <p>Seconded: Kate</p> <p><u>Carried</u> / not carried</p>
<p>8.2c</p> <p>Nominate and endorse the staff that can approve purchase orders either written or systems generated</p> <p>Finance Manual</p> <p>2.2.1.4</p> <p>11.2.1</p> <p>11.3.1.2</p>	<ul style="list-style-type: none"> • List and approve all staff that may authorise purchase orders. This allows School Council clear transparency of who has this endorsed authority to purchase within the school. • New Council – endorsement from new members. 	<p>Recommendation:</p> <p>“That School Council approve and endorse the following staff to sign and authorize purchasing of goods and services”</p> <p>(a) Gene VanderZalm (b) Kylie Mitchell (c) Peter Harris</p> <p>Moved: Kate</p> <p>Seconded: Katrina</p> <p>Accepted: YES</p>

<p>8.2d</p> <p>Approve any proposed fundraising for the year</p> <p>Finance Manual</p> <p>2.2.1.4</p> <p>9.6.1.1</p> <p>9.6.1.2</p> <p>12.2.1.3</p>	<ul style="list-style-type: none"> Fundraising and GST treatment for each event/activity should be approved by School Council on either an annual (if known) or monthly basis (as required). If funds are raised for a purpose, schools must use the funds for that purpose. 3 separate groups regarding GST liabilities 	<p>Recommendation:</p> <p><i>“Motion: “That School Council approve the following fundraising events for the 2024 School Year. Including but not limited to the following:</i></p> <ul style="list-style-type: none"> <i>* Market stalls, Raffles, Social Events, Colour Splatacular – GST treatment Input Tax</i> <i>* Donation, MACS volunteering, Icy Pole sales, JAT fundraising, Charity fundraising – GST treatment Non-Profit Sub Entity NPSE – no GST</i> <i>* Sale of beanies, school bags, commission (photos, Beleza payback etc) – Subject to GST</i> <p>Moved: Katrina</p> <p>Seconded: Andrew</p> <p>Accepted: YES</p>
<p>9. General Business</p> <p>9.1 School council endorsements</p>	<ul style="list-style-type: none"> AUSLAN vs Spoken Language (parent raised query with Andrew as a parent representative.) Signatories Authority Steel Capped Boots / OHS concerns - Attendance issues – detailed in earlier items. 	<p><i>Motion: “To amend the school uniform policy to exclude steel capped boots at school, gumboots are ok, slip on boots without steel caps are ok.”</i></p> <p>Move: Kate</p> <p>Second: Kelly</p> <p><i>Motion: “That School Council approve and endorse the following signatories for the listed bank accounts.</i></p> <p><i>Official Account – 10002 (CBA) Account 1007 1649 - Gene VanderZalm, Peter Harris & Kylie Mitchell (read only access).</i></p> <p>Move: Brad</p> <p>Seconded: Katrina</p>
<p>9.2 Policies</p>	<ul style="list-style-type: none"> Cash Handling Electronic Funds Management Purchasing Card 	<p>Recommendation:</p> <p><i>“That School Council approve and endorse the following policy/policies:</i></p> <ol style="list-style-type: none"> Cash Handling Electronic Funds Management Purchasing Card <p>Moved: Brad</p>

		<p>Seconded: Katrina</p> <p>Accepted: YES</p>
<p>9.3</p> <p>Cleaning Contract</p>	<ul style="list-style-type: none"> Request for tenders went out on 27th February 2024. School walk through was held on Monday 4th March with 4 companies represented. Tender submissions closed on Tuesday 12th March and 4 submissions were received. <p>The selection panel consisting of Gene VanderZalm, Kylie Mitchell and Kate Thomas met on Friday 15th March and have shortlisted to 3 companies, of which further questioning will be required. A recommendation will be submitted via email prior to the next School Council meeting in order to implement the new cleaners over the upcoming school holidays.</p>	<p>Recommendation:</p> <p><i>“That School Council approve and endorse that further investigation needs to be done before a recommendation can be made.”</i></p> <p>Moved: TBC</p> <p>Seconded:</p> <p>Accepted:</p>
<p>10.</p> <p>Correspondence</p> <p>10.1 Incoming</p>	<ol style="list-style-type: none"> Protective Intervention Training Performance & development processes for school-based employees (PDP) Ramps – drawings available 	<p>Motion:</p> <p>“That the Inwards Correspondence be received, and actions endorsed. “</p> <p>Moved: Brad</p> <p>Seconded: Andrew</p> <p>Carried / not carried</p>
<p>11. Approval for Camps</p>	<ul style="list-style-type: none"> Year 3 & 4 Camp Rumbug first week of term 3. <ul style="list-style-type: none"> Paperwork yet to be prepared Year 5 & 6 Sovereign Hill 20/11/2024-22/11/2024 	<p><i>Motion: That paperwork be prepared and taken to meetings closer to camp dates. 3./4 Camp 11th June.</i></p> <p><i>5/6 Camp 22nd October.</i></p> <p>Moved: TBC</p> <p>Seconded:</p> <p>For: Against: Carried:</p>
<p>12. Child Safe</p>	<ul style="list-style-type: none"> Update 	<p>Motion: NA</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>
<p>13. OHS</p>	<ul style="list-style-type: none"> Matters arising 	<p>Motion: NA</p> <p>Moved:</p> <p>Seconded:</p> <p>Carried / not carried</p>

14. Parent Connect Group	<ul style="list-style-type: none"> Report – Andrew Watt Meeting held today. Tamara leaving. Every first day of term – welcome back to term, catch up, attracting prep parents. Discussions around another Trivia Night and Splatacular. School Concert (last Week T3) involvement, hosting or co-hosting. 	Motion: Moved: Seconded: Carried / not carried
15. General Business	<ul style="list-style-type: none"> Volunteer to write SC report for newsletter. Thank you Katrina. 	Motion: Moved: Seconded: Carried / not carried
16. Next Meeting:	Next Council Meeting to be held on 14 th May 2024	Meeting Closed: 7.58pm

SCHOOL COUNCIL MEETING SCHEDULE 2024

Finance Reports	Finance Sub Committee	School Council Agendas	School Council	Sub Committee	Sub Committee
8 th Feb	13 th Feb	16 th Feb	20 th Feb		
7 th Mar	12 th Mar	15 th Mar	19 th Mar		
2 nd May	7 th May	10 th May	14 th May		
3 rd June	5 th June	7 th June	11 th June		
18 th July	23 rd July	26 th July	30 th July		
15 th Aug	20 th Aug	23 rd Aug	27 th Aug		
10 th Oct	15 th Oct	18 th Oct	22 nd Oct		
7 th Nov	12 th Nov	15 th Nov	19 th Nov		
			**10 th Dec Dinner TBC		

17. Closure of meeting	<ul style="list-style-type: none"> The chairperson declared the meeting closed. 	Time :
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Signed by the School Council President: _____

Signed by the Principal: _____

Date: _____

Note: records and information management

School council minutes, agenda and correspondence are considered permanent records and are to be maintained in the school until such time as they can be transferred to the Public Record Office Victoria.

Councils may use electronic copies of minutes, agenda and correspondence for distribution purposes, however hard copy versions must also be maintained.